



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

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Dear Councillor

19th January 2022

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **24th January 2022, at 7pm**, in the Brendon Room, Williton Pavilion, for the purpose of transacting the following business. If there are items from the public, the meeting will commence at 7.15pm

Members of the press and public are invited to address the Council 15 minutes prior to the commencement of the meeting at approximately 7pm, providing the notice period has been complied with. Please see Public Participation Notice. COULD SIGNATORIES PLEASE ARRIVE EARLY TO CHECK PAYMENTS.

Yours sincerely

Michelle Francis
Clerk to Williton Parish Council

A G E N D A

- 21/85A To advise the recording of the meeting – Chairman**
- 21/86A To note apologies for absence and approve reason, where appropriate**
- 21/87A Declarations of Interest**
- 21/88A Minutes of the Finance and Administration Committee meeting held on 15th November 2021 for approval.**
(attached)
- 21/89A Matters from the Minutes – for the purpose of report only**
21/89.1A (Item 21/51.4A) First Aid at Work Requalification for current First Aiders - update
- 21/90A Parish Office**
- 21/91A Budget**
21/91.1A Detailed Receipts and Expenditure Analysis as at 30th November and 31st December 2021 (attached)
21/91.2A Summary of Provisions as at 30th November and 31st December 2021 (attached)
- 21/92A Bank Reconciliation for November and December 2021** (to agree for Chairman to sign)
- 21/93A Accounts for payment** (to be given at the meeting)
- 21/94A Correspondence**
- 21/95A Office Printer** – update regarding service contract
- 21/96A Use of Cllr Email address**
- 21/97A Matters for the next meeting – to be held on Monday 21st February 2022**
Review of Financial Regulations – when update can be given regarding procurement card
GDPR Document
Review of Asset Register and Inventory List